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1 September 1966

MEMORANDUM FOR: Deputy Director of Central Reference

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FROM: Chief, Special Register

SUBJECT: Summary of a Meeting Chaired by [REDACTED] on
Terms of Reference for Proposed Review Study of OCR
Indexing and Reference Support Activities

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1. [REDACTED] met with representatives from OCR, NPIC, OCI, and ORR to discuss his study plan for the review of OCR indexing and reference support activities. After summarizing the papers and meetings leading up to his assignment, [REDACTED] provided the following general guidelines:

(a) The focus of the study has been changed from the narrow field of OCR-NPIC/CSD relationships to the broad plan of studying OCR programs in support of the production offices. The O/DDI is interested in a cost effectiveness analysis of the proposed reference support programs of [REDACTED]. The study will include:

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1. Examination of [REDACTED] proposals including in-depth indexing systems to determine costs and increased reference benefits that the production offices will derive from these programs.

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2. Examination of programs-in-being in OCR covering their costs, utilization by production offices, and overall effectiveness.

3. Comparison of [REDACTED] program and effectiveness as measured against current programs-in-being or any alternate programs.

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4. Contributions from OCI, NPIC, ORR, and perhaps OBI, on the effectiveness and usefulness of current OCR support to their production activities. These contributions will be generally developed at a staff level in these offices. The Chairman indicated that once he becomes more familiar with the [REDACTED] literature, he will be going back to the production offices to obtain their comments on the benefits accruing from [REDACTED] over present methods.

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5. Comparison of the cost of [REDACTED] with NPIC development programs in the same field.

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(b) The Chairman also indicated that he would like to minimize the need for original research position papers during the initial phases of the study. He would like the participants to draw on studies already available by indicating pertinent sections and to prepare supplemental papers on activities not covered in the earlier studies.

(c) All reading materials and papers should be available to the Chairman by 26 September when he returns from a TDY training assignment [REDACTED]

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2. OCR participants met with [REDACTED] at the completion of the main meeting at which time we discussed his terms of reference in more detail. The Chairman stressed the need for summarizing data already available, for being as brief as possible, and for calling to his attention all studies we feel he will need as he proceeds to write the study paper. He indicated that papers need not answer all the points he covered in his outline. Some of the specific points covered in the OCR meeting were:

- (a) OCR should discuss and report on their support to DDS&T, DDP, DDS, and non-CIA offices. It would be helpful if the figures were noted in this manner. However, since his study is confined to the DDI area, he will not be contacting individuals in these components.
- (b) Briefings on OCR activities may be required at a later date after he has reviewed all the literature. He would like to work on a person-to-person approach with each member of the study group.
- (c) He would appreciate frank and candid views of the members in their papers.
- (d) Since he is unfamiliar with much of the OCR support programs and problems, he stressed that much of his views will be developed through his researching of the papers and his contacts with members.

3. The study plan has undergone a very drastic change. It seems to be oriented toward utilizing various standards (not quite clear) to test the effectiveness of proposed new reference support programs utilizing current programs-in-being as one measure of comparison and drawing upon production office comments on OCR's usefulness.

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